

THE OFFICE OF EFFICIENCY REVIEW BEST PRACTICES & GUIDELINES FOR IMPLEMENTATION

Five Easy To Implement Efficiency Ideas

- 1. Utilize Electronic Direct Deposit Paycheck Stubs on “Your Employee Services” (YES)-** Every two weeks, employees using direct deposit receive a paper copy of their direct deposit paycheck stub. All information in the paycheck stub is provided in exact detail on the “Your Employee Services” (YES) website. If a paper copy is necessary an employee can easily print it off of the website. DPS has implemented this and is scheduled to save \$19,400 in envelopes, postage and employee time.
Pioneering Agencies: AHCCCS, Director Tony Rodgers; DPS, Director Roger Vanderpool; Commerce Director Jan Leshner are successfully using a paperless payroll system for direct deposit users. The Governors Office transitions on June 20th. **How to Begin Implementation:** 1) Contact your HR Department and 2) E-mail instructions to employees about how to access the YES website.
- 2. Audit and Reduce/Consolidate underutilized/duplicative 1-800 #'s, Cell Phones, Blackberry & Landlines-**Commerce evaluated the usage of their 1,800 #'s and found that the numbers were rarely called. Eliminating only two 1-800 #'s saved \$1,200 per year. Department of Revenue had their IT dept and their Budget Office work together on a reconciliation of unused landlines which saved them over \$5,057 per month. DOR has established a process to ensure phone costs for vacant modules are eliminated. An evaluation of cell phones, PDA's and landline usage may also provide opportunities for savings. **Pioneering Agencies:** DOR (Director Gail Garriott), Commerce (Director Jan Leshner). **How to Begin Implementation:** Ask your IT Department and the Budget Department to examine usage and verify that landlines, cellular and PDA lines are being utilized by reconciling receipts.
- 3. Utilize APS Rebates for energy efficiency opportunities-**APS provides financial reimbursement toward approved energy efficient equipment used by State of Arizona facilities. This includes all retrofitting, replacements and retro commissioning. ADOA has taken advantage of this program and has consistently been reimbursed for 50% of parts and experienced a 300% return on investment.
Pioneering Agencies: ADOA (Director Bill Bell). **How to Begin Implementation:** For guidance through the APS reimbursement process please contact Jim Westberg in the Commerce Energy Office at 602-771-1145/ jimw@azcommerce.com and please visit the APS website <http://www.aps-solutionsforbusiness.com/ProjectCenter/>
- 4. Reduce travel by using Web Conferencing/Teleconferencing in conjunction with reducing fleet-**With Gas prices reaching \$4.00 a gallon now is an excellent time to consider using web conferencing/teleconferencing whenever possible. Dept of Health has saved over \$60,000 in their WIC department alone. All cabinet agencies using web conferencing in FY 2008 have saved over \$1 million.
Pioneering Agency: Gita, Director Chris Cummiskey. **How To Begin Implementation:** Contact GITA's Galen Updike for details on web conferencing at gupdike@azgita.gov/602-364-4794.
- 5. Assess Computers Power Management Options:** DEEMA's Energy Efficiency team has found that adjusting the “sleep mode” on computers/monitors to 15 minutes (or less) can have a direct impact on energy bills and an indirect impact on air conditioning, which must compensate for the heat that is expelled from live computers. Implementing this efficiency statewide (32,500 computers) would have an estimated savings to exceed \$550,000 per year. **Pioneering Agency:** DEEMA, Major General David Rataczak. **How To Begin Implementation:** 1) Consult with your IT Department about any limitations. 2) Adjust settings through the computers control panel.

For a complete listing of all ER Best Practices please visit <http://www.governor.state.az.us/er/BestPractices.asp>